

## IPK Webupload – How to

### Who can use it ?

1. The transfer service is usable for IPK employees and with restrictions also for external partners

### How to upload files ?

1. Type in a valid IPK Username (first field), only active IPK Usernames will be accepted!
2. and the captcha code (second field)
3. now push the „durchsuchen“ Button and select the files, wich do you want to upload
4. push the upload button and wait.... Depends on the file size and the network speed this may take a few minutes. During the upload, a progress bar is displayed



The screenshot displays the IPK Webupload interface. At the top left is the IPK logo with the tagline 'GATERSLEBEN'. To the right of the logo is the title 'IPK Webupload'. Below the title, a horizontal line separates the header from the main content. The main content area contains the following elements:

- A status message: "Maximum number of files 20 | Maximum size per file 1 GB"
- A text input field labeled "IPK Username" with the placeholder text "@ipk-gatersleben.de".
- A text input field labeled "enter the captcha code here" next to a CAPTCHA image showing the word "IINNA" and a circular arrow icon.
- A button labeled "Durchsuchen..." (Search) next to the text "Keine Dateien ausgewählt." (No files selected).
- A green button labeled "Upload".

- when the upload is finished, this message is displayed and the IPK User receive a email notification with the download link

**Please note! In order to prevent misuse, a download link is not displayed when accessing from outside the IPK network. The IPK User receive only a email notification.**



- The link is valid for 7 days, after which the data is automatically deleted

A new special feature is the automatic background PDF compression. If a PDF file bigger than 1Mbyte found, the compression starts in background and reduce the filesize of PDF files. The compressed file will be stored also in the download folder with the filename prefix "compressed\_". Depends on the filesize, the compression process may take a while.

**With some few PDF files the compression unfortunately doesn't work. Please always compare the quality and size of the file before distributing it to other users.**

How many files can I upload at the same time?

- Maximum is 20 files at the same time
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Which file size is allowed ?

- The maximum single file size is 1 Gbyte, but don't try 20 x 1Gb! It is very slow and not recommended. Thank you!
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How can I upload files larger 1 Gbyte?

- Create a splitted zip container. Now upload the splitted files
- ask the IT group for a temporary FTP account. (helpdesk.ipk-gatersleben.de)

## Known errors

This message means, the entered IPK email address is not valid



### IPK Webupload

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Maximum number of files 20 | Maximum size per file 1 GB

100%

Error: Please check e-mail address

The captcha code was not correct. Please insert the correct captcha code



### IPK Webupload

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Maximum number of files 20 | Maximum size per file 1 GB

@ipk-gatersleben.de

wrong captcha code

 